

City of Maple Ridge  
**COMMUNITY HERITAGE COMMISSION**  
**AGENDA**  
*Thursday, September 12, 2019, 7:00 pm*  
*Blaney Room, Maple Ridge City Hall*

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1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES** – June 13, 2019
4. **DELEGATIONS**
5. **QUESTION PERIOD**
6. **NEW AND UNFINISHED BUSINESS**
  - 6.1. 2019 Chair Election
  - 6.2. Clerk's Department Digitization Project Update
  - 6.3. Heritage Awards Planning Update
  - 6.4. Library Partnerships – Local Voices Speakers
  - 6.5. Business Planning and Budget Review
7. **CORRESPONDENCE**
8. **LIAISON UPDATES**
  - 8.1. Maple Ridge Historical Society
  - 8.2. Council Liaison
9. **ROUNDTABLE**
10. **ADJOURNMENT**

<b>QUESTION PERIOD</b>
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Question Period provides the public with the opportunity to ask questions or make comments. Each person will be given 2 minutes to speak. Up to ten minutes in total is allotted for Question Period.
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The Minutes of the Regular Meeting of the Community Heritage Commission,  
held in the Blaney Room, Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia,  
on June 13, 2019 at 7:04 pm.

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**COMMISSION MEMBERS PRESENT**

Councillor Ryan Svendsen	City of Maple Ridge
Shane Gehring, Vice Chair	Member at Large
Julie Koehn	Maple Ridge Historical Society
Eric Phillips	Member at Large
Len Pettit	Member at Large

**STAFF PRESENT**

Amelia Bowden	Staff Liaison, Planner 1
Joanne Georgelin	Acting Committee Clerk

**GUEST**

Beryl Eales	Friends of Jackson Farm
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1. ***CALL TO ORDER at 7:10pm***

2. ***APPROVAL OF THE AGENDA***

R/2019-019

It was moved and seconded

**That the agenda for the June 13, 2019 Community Heritage Commission meeting be amended to add Item 6.5 "Remainder of 2019 Schedule" and that the subsequent items be renumbered accordingly and that the agenda as amended be approved.**

CARRIED

3. ***ADOPTION OF MINUTES***

R/2019-020

It was moved and seconded

**That the minutes of the Maple Ridge Community Heritage Commission meeting dated April 11, 2019 be adopted.**

CARRIED

4. ***DELEGATIONS***

4.1. Request for Jackson Farm Signage

- Beryl Eales, Friends of Jackson Farm
- Bernice Ross, Friends of Jackson Farm
- Bryan Fitzpatrick, Friends of Jackson Farm

Ms. Eales gave a verbal presentation on the protection of Jackson Farm and requested of this Committee to consider heritage signage for Jackson Farm.

Ms. Ross provided pictures of Jackson Farm from a historical point of view before blackberries overgrew on the property.

Mr. Fitzpatrick gave a verbal presentation of the historical fruit trees present on Jackson Farm. Mr. Fitzpatrick further described the type of heritage (interpretive) signage being requested.

The delegation answered questions from the committee.

R/2019-021

It was moved and seconded

**That the Community Heritage Commission receive for information the Friends of Jackson Farms information.**

CARRIED

5. **QUESTION PERIOD**

Eric Philips asked about the vacancies. The staff liaison said active recruitment would begin.

6. **NEW AND UNFINISHED BUSINESS**

6.1. **Incentives Stakeholder Workshop Recap**

The staff liaison gave an update on the recent Incentives Stakeholder Workshop.

6.2. **Clerk's Department Digitization Project Overview**

The staff liaison provided a memo and update on the Clerk's Department Digitization Project.

6.3. **BC Museums Association Conference Attendance**

The staff liaison provided information on the upcoming BC Museums Association Conference in Prince George, September 30 to October 2, 2019.

6.4. **Financial Update – Draft Budget 2019 and 2020**

The staff liaison provided a 2019 budget for review.

R/2019-022

It was moved and seconded

**That the Community Heritage Commission receive the 2019 budget.**

CARRIED

6.5 **Remainder of 2019 schedule**

Shane Gehring made a recommendation to reduce the number of Community Heritage Commission meetings this year.

R/2019-023

It was moved and seconded

**That the Community Heritage Commission amend the meeting schedule to remove meetings in July 11, October 10 and December 12.**

CARRIED

7. **CORRESPONDENCE**

7.1 **Fraser Valley Regional Library**

The council liaison attached a thank you letter to the agenda package.

7.2. **Heritage BC Conference**

The council liaison circulated Russell Irvine's update from the Heritage BC Conference with the agenda package.

7.3. **Heritage Award Signage on Horse Trails**

The council liaison circulated an inquiry received regarding the Heritage Award Signage on Horse Trails with the agenda package.

8. **LIAISON UPDATES**

8.1. **Maple Ridge Historical Society**

Julie Koehn provided a summary of the May 2019 Historical Society Board meeting and recent activities of the Maple Ridge Historical Society.

8.2. **Council Liaison**

Mr. Svensen gave an update on a Committee review committee recently struck.

9. **ROUNDTABLE**

Members had a discussion on the Recognitions subcommittee.

R/2019-024

It was moved and seconded

**That the Julie Koehn be accepted onto the Community Heritage Commission Recognitions subcommittee.**

CARRIED

It was agreed at the next meeting nominations would be taken for Chair.

10. **ADJOURNMENT** – 8:36 pm.

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S. Gehring, Vice Chair

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## City of Maple Ridge

### *Public Works & Development Services - Community Heritage Commission* Business Plan 2019 – 2023

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#### **Committee Purpose**

- The Community Heritage Commission (CHC) is appointed for the purpose of advising the Council on heritage conservation matters and undertaking and providing support for such activities as benefit and provide for the advancement of heritage conservation in the District. Bylaw 5908-2000.
- The CHC, as a Committee of Council, serves as interface among Council, City staff and the larger community, bringing diverse skills and heritage interests to the implementation of the CHC mandate.
- The CHC implements the Community Heritage Plan 2013 – 2020. With the mandate to:
  - Align the vision and work-plan of the CHC with the heritage policies in the Maple Ridge Official Community Plan;
  - Define a clear pathway for the CHC to achieve a heritage vision;
  - Inspire community engagement in local heritage conservation;
  - Increase public awareness of the community benefits of heritage conservation and infrastructure;
  - Promote the development of heritage infrastructure; and
  - Identify the gaps in the existing heritage management program and using this to inform the CHC work plan.

#### **Committee Structure and Members**

- The CHC is made up of one member from Council, two members from the Maple Ridge Historical Society and members from the community-at-large (appointed by Council).

#### **Business Perspective/Environmental Scan**

- The CHC uses the Heritage Plan document, endorsed by Council in 2013, to help guide the work program for each year. While striving to achieve the community's goals for heritage, the plan does recognize that flexibility is important in order to take advantage of new opportunities that arise in any given year.
- The Plan continues to support the CHC's use of the strong framework that Maple Ridge has built for education and conservation. This year, the CHC Business Plan includes a provision to formally review the Heritage Plan in 2019. Meanwhile, the current Business Plan aligns with the Heritage Plan.
- CHC continues to advocate for the security of and access to the re-housed municipal historic archives. The CHC celebrates the successful move of the collection to interim housing.
- The CHC continues to develop an improved response to financial planning and constraints.
- The CHC intends to continue working towards an effective heritage communication strategy that will include providing City staff and the community with digital access to historic records of the CMR, such as early Council meeting minutes and municipal bylaws, and the updated Heritage Inventory.

#### **Ongoing Deliverables**

- Annual Heritage Week Celebration and Education (with community partners), third week in February, includes Heritage Awards event, workshop, walking tours, History Is...Conversation.
- Heritage Marker Inventory (with Parks, Recreation and Culture Department) database maintenance and promotion.

- Open Archives Digitization Project (with Clerks Department and community partners): Phase I - Inventory, and Phase II - Cataloguing
- Updates to Heritage documentation such as the Heritage Inventory and Heritage Register.
- Communications including: heritage brochures and advertising, Heritage Here newsletter, participation in community events and projects.
- Local Voices - Neighbours Talking with Neighbours Program (in partnership with Maple Ridge Public Library).
- Liaison with Heritage organizations including: British Columbia Historical Federation, British Columbia Museums Association, and Heritage BC.

#### **Found Milestones**

- Collaboration with the Public Art Steering Committee provided funds to install a power box wrap outlining the Merkley family history.
- Participated in Family Literacy Day in partnership with Historical Society and Family History Group.
- Support for Maple Ridge Library microfilm
- Promotion of heritage through participation in local events including the History Goes to Market at the Haney Farmer's Market, Haney House restoration, Maple Ridge Park Play Box launch and Culture Days.

#### **Prior Years' Deliverables**

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Update the Heritage Inventory	Final updated Heritage Inventory document submitted by consultant.	100% Q3 2018
Encourage the production of Statements of Significance to support the maintenance of the Heritage Inventory and facilitate promotion of tangible and intangible heritage features to the Heritage Register	A consultant has been hired to prepare 10 new Statements of Significance that will be added to the Heritage Register.	75% Q4 2018
Having the updated Heritage Inventory available for use by interested parties and to restore its value as a community resource	The 2018 Heritage Inventory is available electronically on the City website.	100% Q3 2018

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
To partner with other community groups and agencies in the community to plan celebrations of Canada's 150 Anniversary in 2017	<ul style="list-style-type: none"> <li>Created 7 new heritage themed geocache sites. These sites will be monitored and maintained for three years, pending transfer to a partner.</li> <li>Geocaches will be maintained by CHC for three years. Materials for restocking are in store.</li> </ul>	100%  90% Q4 2019
Heritage Marker Inventory Update	ACCESS database has been updated. Transfer to GIS for online mapping is ongoing.	80% Q4 2018
Open Access Digitization Project Phase I	Phase I is substantially completed. As archives have been moved, some double checking is still required.	80% Q2 2018
Host CHC Networking Conference with Heritage BC	On Hold pending Heritage BC	2017- Q4 2019
Field Trip:  Each year the CHC strives to sponsor and organize a field trip for CHC members, City Council and staff, Maple Ridge Historical Society, and community at large to broaden understanding and appreciation of heritage.	Cancelled	Q4 2018
Communications Strategy Task Force  CHC is mandated in Year 1 (2013) of The Heritage Plan to develop and implement a Communications Strategy. CHC has yet to achieve this goal and will contact other committees of Council to see if they have similar needs and want to enter a partnership on this project.	To be included in 2019	0%  Q1-Q4 2019
British Columbia 160  CHC will identify opportunities to participate in provincial celebration of the declaration of the Colony of British Columbia in 1858 at Fort Langley.	On Hold pending Provincial plans	0%  Q4 2019
Maple Ridge 150 Celebration Planning  Maple Ridge was incorporated as a municipality in 1874 and became a city in 2014. Both occasions are worthy of celebration and the CHC will start	On Hold Pending Civic plans	0%  Q4 2019

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
discussions on planning for community events.		
Heritage Incentives Review  Supports for heritage property owners, including the City of Maple Ridge, will be reviewed and publicized to encourage tangible recognition and conservation of local heritage assets.	Consultant selected to prepare background report. Community Consultation scheduled for Fall 2019.	20% Q2 2019
Heritage Conservation Master Plan  The Master Plan will provide a coherent management and development tool for municipally and privately owned heritage assets.	RFP drafted and planned for Fall 2018 release	10% Q2 2019

**New Deliverables for 2019** (*highlights only*) – Any incomplete items from prior years may also form part of the 2019 workplan.

Action Item	Lead	ETA
Review Heritage Plan	CHC	Q3 2019



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## City of Maple Ridge

### *Public Works & Development Services - Community Heritage Commission*

#### Business Plan 2020 – 2024

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##### **Committee Purpose**

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- The CHC, as a Committee of Council, serves as interface between Council, City staff and the larger community, bringing diverse skills and heritage interests to the implementation of the CHC mandate.
- The CHC implements the Community Heritage Plan 2013 – 2020. With the mandate to:
  - Align the vision and work-plan of the CHC with the heritage policies in the Maple Ridge Official Community Plan;
  - Define a clear pathway for the CHC to achieve a heritage vision;
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  - Promote the development of heritage infrastructure; and
  - Identify the gaps in the existing heritage management program and using this to inform the CHC work plan.

##### **Committee Structure and Members**

- The CHC is made up of one member from Council, two members from the Maple Ridge Historical Society and members from the community-at-large (appointed by Council).

##### **Business Perspective/Environmental Scan**

- The CHC uses the Heritage Plan document, endorsed by Council in 2013, to help guide the work program for each year. While striving to achieve the community's goals for heritage, the plan does recognize that flexibility is important in order to take advantage of new opportunities that arise in any given year.
- The Plan continues to support the CHC's use of the strong framework that Maple Ridge has built for education and conservation. This year, the CHC Business Plan includes a provision to begin the Heritage Plan review.
- CHC continues to advocate for the security of and access to the re-housed municipal historic archives. The CHC celebrates the successful move of the collection to interim housing.
- The CHC continues to develop an improved response to financial planning and constraints.

##### **Ongoing Deliverables**

- Annual Heritage Awards event during Heritage Week (third week in February).
- Open Archives Digitization Project (with Clerks Department).
- Updates to heritage documentation such as the Heritage Register.
- Liaises with the following heritage organizations: BC Historical Federation, BC Museums Association, and Heritage BC.

##### **Found Milestones**

- Collaborated with the Clerks Department to submit two Irving K. Barber grant applications for digitization projects.

## Prior Years' Deliverables

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Encourage the production of Statements of Significance to support the maintenance of the Heritage Inventory and facilitate promotion of tangible and intangible heritage features to the Heritage Register.	A consultant was hired to prepare 10 new Statements of Significance that were added to the Heritage Register.	100% Q4 2018
Partner with other community groups and agencies in the community to plan celebrations of Canada's 150 Anniversary in 2017	Geocaches will be maintained by CHC for three years. Materials for restocking are in store.	100% Q4 2019
Heritage Marker Inventory Update	ACCESS database has been updated.	100% Q4 2018
Open Access Digitization Project	Grant funding was received to digitize the City's early Tax Collector and Assessment Rolls (19 <sup>th</sup> Century – 1920 approximately) and store them in an archival facility.	80% Q4 2019
Host CHC Networking Conference with Heritage BC	Maple Ridge was the venue for the January 28, 2019 Heritage BC Heritage Roundtable event	100% Q1 2019
Heritage Incentives Review  Supports for heritage property owners, including the City of Maple Ridge, will be reviewed and publicized to encourage tangible recognition and conservation of local heritage assets.	Consultant has prepared a background report and stakeholder consultation event took place. Next step is Council presentation for further direction.	60% Q4 2019
Heritage Conservation Master Plan  The Master Plan will provide a coherent management and development tool for municipally owned heritage assets.	Pending circulation of RFP for a heritage consultant.	10% Q4 2020
Review Heritage Plan	Pending circulation of RFP for a heritage consultant.	0% Q4 2020

**New Deliverables for 2020** (*highlights only*) – Any incomplete items from prior years may also form part of the 2020 workplan.

<b>Action Item</b>		
	CHC	

**Community Heritage Commission  
Draft Budget 2020**

Program/Project	2020 Budget Amount
Yearly Allocation	\$ 2,000.00
Fundraising Income	\$ -
Meeting Refreshments	\$ 100.00
<b>MEMBERSHIP SUPPORT PROGRAM</b>	
Membership Annual Fees	\$ 300.00
Membership Conference Fees	\$ 600.00
<b>HERITAGE RECOGNITIONS PROGRAMS</b>	
Heritage Awards	\$ 1,400.00
Recognition	\$ 3,663.16
<b>PROJECTS</b>	
Digitization	\$ 5,000.00
Heritage Master Conservation Plan	\$ 30,000.00
Heritage Plan Review and Update	\$ 3,500.00
Heritage Incentive Review	\$ 6,092.00
Total Operating Funds	\$ 52,655.16